

ODP-652-77

8 APR 1977

STATINTL

MEMORANDUM FOR: [REDACTED]

Career Management Officer/DDA

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : ODP Quarterly Status Report - SEMP,
for October 1976 - 31 March 1977

Attached are our plans and accomplishments for the SEMP Period
FY 77. STATINTL

for [REDACTED]
Clifford D. May, Jr.

STATINTL

ODP ADMIN/ [REDACTED] jal/8April1977

STATINTL

Approved For Release 2001/05/23 : CIA-RDP83T00573R000600030013-2

Next 1 Page(s) In Document Exempt

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ODP # 432-77

3 March 1977

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Assistant to the Deputy Director for
Administration for Information

STATINTL FROM : [REDACTED]
Career Management Officer/DDA

SUBJECT : Senior Executive Management Proficiency
(SEMP)

REFERENCE : Memo dtd 8 Oct 76, frm ADD/A to Office
Directors, same subj

1. In the referent memorandum the ADD/A asked that each Office Director prepare an annual report on the administration of the SEMP Program.

2. It is hereby requested that reports be submitted quarterly instead of annually. The first report will cover the period October 1976 through 31 March 1977; future reports will be due five working days after the end of each calendar quarter and will cover activity of the preceding 90 days. The report should include:

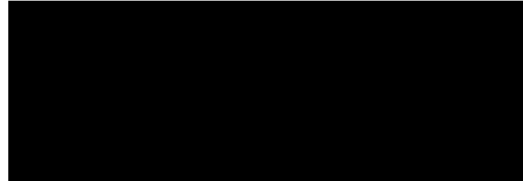
- a. Name of Senior Executive
- b. Course enrolled or attended
- c. Dates of course
- d. Cost of course

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3. The report covering the first six months should be in my office by COB 8 April 1977. If there are any questions regarding the SEMP Program or the quarterly reporting period please call [REDACTED] on extension 4142. STATINTL

STATINTL

Att: Ref memo



DD/A 76-4968

8 OCT 1976

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Assistant to the Deputy Director for
Administration for Information

FROM : Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT : Senior Executive Management Proficiency

1. This memorandum establishes the Senior Executive Management Proficiency (SEMP) program in the Directorate of Administration effective with fiscal year 1977.

2. This program recognizes the desirability of maintenance of proficiency by our senior executives, the group that is the key to success in management of the Directorate's business. The Senior Executives in DDA to whom the program applies are the line officials--the Directors and Deputy Directors of Offices and the Chiefs and Deputy Chiefs of Divisions (or equivalents). Participation in SEMP is ex officio--by virtue of position occupied. Staff officers are not included in the program.

3. SEMP encourages the senior executives to join with their peers in attendance at external programs sponsored by universities, associations, or other such organizations or in participation in appropriate Office of Training courses. Attached for distribution to each participant in SEMP is a booklet listing criteria and standards that are recognized for the program. Also attached for information and use by the participants is a copy of Professional Societies in the Social Sciences prepared by the Office of Training's Center for the Study of Intelligence (May 1976).

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4. I plan to keep administration of SEMP as simple as possible by use of current procedures (e.g. application forms, approval channels, funding sources) and facilities. I ask that each Office Director be responsible for assuring that such action is taken as is required to give each senior executive the opportunity to meet the requirements of the program. I also ask that each Office Director forward a report at the close of each fiscal year on the administration of the SEMP program in his office. In those cases where the standards are not met, a simple explanation should be included.

5. I have tasked the Directorate's Career Management Officer to assume responsibility for coordination of the SEMP program and for providing you such advice, guidance and support as requested. ~~SECRET~~ INTL


Michael J. Malanick

Attachments
As Stated

Distribution:

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1 - cy w/att ea addn'l addressee
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